

Who we are and what we do:

The Tennessee Arts Commission is the TN state agency that cultivates the arts for the benefit of all Tennesseans and their communities.

How you make a difference in this role:

Support the board and agency leadership to address public needs through the arts

[TN State Government Careers](#)



Administrative Assistant to the Director (Admin Assistant 3) Tennessee Arts Commission

Position Description- The Tennessee Arts Commission seeks a full-time Administrative Assistant to the Director. Under the supervision of the Executive Director, this position provides scheduling, administrative and event management support to the Executive Director and board. This is a state government Executive Service position.

Key Responsibilities:

1. Provide executive administrative support to the Executive Director, with special focus on strategically and efficiently maintaining a busy calendar of internal and external meetings, phone calls and conference calls; coordinating travel approvals, logistics and expense reporting; managing email and written correspondence and files; and facilitating information collection upon request.
2. Supports the governing board, including assistance to Executive Director in preparation of meeting agendas together with reports necessary to properly execute meetings, lodging, meals, transportation, site reservations and any other appropriate hospitality arrangement; facilitates timely commission member reimbursements; records and prepares official minutes of quarterly Commission meetings and committees; and serves as commission member liaison, including same day return of calls and emails to the extent possible. Liaison with Governor's Office of Boards and Commissions and Secretary of State's office for notice of appointments and vacancies.
3. Provides other office administrative support as requested, including mail distribution, fire warden and state employee charity drive liaison.
4. Participates with the Arts Commission team to support agency-wide events and initiatives, including the Governor's Awards in the Arts, statewide arts conferences and all commission events.
5. Responsible for special projects to advance agency mission as assigned.

Minimum Qualifications:

Bachelor's degree and four years increasingly responsible full-time professional staff experience

Skills and Knowledge Required:

Highly organized, motivated, and detail oriented

Proven history of managing multiple projects simultaneously while supporting daily office operations

Event management experience desired

Public sector experience a plus

Excellent oral and written communication skills

Strong customer service focus

Knowledge and ability to utilize office equipment and computer software including Microsoft Office.

Licensed to operate a motor vehicle and available for travel

Other:

Salary based on experience. First step of range: \$33,228

Works in non-smoking office in downtown Nashville

To apply:

Please submit your resume and cover letter to Vickie.McPherson@tn.gov . Applicant screening begins January 15, 2019.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.